

Center for Educational Performance and Information

This page is being posted as a courtesy resource for all postsecondary institutions. Any messages that previously have been posted to the e-Transcript Listserv, STARR Listserv or e-mailed to college and university staff members are here in one document.

Sent 12/5/2011 to Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO), the MSDS IHE Request for UIC authorized users and the STARR ListServ

Subject: IHE Request for UIC Collection 2012 collection windows and changes

The Institutions of Higher Education (IHE) Request for UIC Collection windows for 2012 appear in the table below.

UIC Collection Windows		
<i>IHEs are not able to obtain UICs in March 2012 because of K-12 data collection.</i>		
	Open Date	Close Date
Bulk File Upload	Jan. 9, 2012	Feb. 28, 2012
	Apr. 2, 2012	Jun. 15, 2012
Student Search	Ongoing	Ongoing

You are required to include the unique identification code (UIC) in the student's academic record when you upload it to the Student Transcript and Academic Record Repository (STARR) in summer 2012. You may obtain the UIC from the student's electronic transcript, student search in the Michigan Student Data System or through the IHE Request for UIC Collection.

STARR Submission Window	
<i>For 2012, the STARR population should include student data for all terms ending between June 2011 and May 2012.</i>	
Open Date	Close Date
May 21, 2012	Jun. 30, 2012

IHE Request for UIC Collection Changes and Training Materials

When the IHE Request for UIC Collection opens in January 2012, the system will no longer automatically create a new UIC if possible matches exist. These records, which require resolution, will now be presented to the user to decide which UIC should be associated with the student.

For more information on the UIC Resolution process, please review the IHE Request for UIC Collection User Guide which can be found at the following link:

http://www.michigan.gov/documents/cepi/IHE_request_for_UIC_user_guide_342913_7.pdf

Web-based training materials on the UIC Resolution process will be available in mid-December 2011. CEPI staff members are also working on updating STARR documentation, and will send a communication when these materials are available.

Web Site Changes

Based on feedback from several IHE users, there are no longer two IHE Web pages. Users will now go to one Web page for all UIC and STARR information.

1. Go to <http://www.michigan.gov/cepi>

2. Click on "Institutions of Higher Education" from the left navigation menu.

Support

If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message.

Sent 2/14/2012 to STARR Listserv, MSDS IHE Request for UIC Authorized Users

Subject: IHE Request for UIC Collection Will Close 2/28/12

The IHE Request for UIC Collection will close at 11:59 p.m. EST on Tuesday, **February 28, 2012.**

The collection will open again from **April 2, 2012 through June 15, 2012.** You are required to include the unique identification code (UIC) in each student's academic record when you upload it to the Student Transcript and Academic Record Repository in summer 2012. You may obtain the UIC from the student's electronic transcript, student search in the Michigan Student Data System or through the IHE Request for UIC Collection.

Please visit the CEPI website for the most up-to-date information on the IHE Request for UIC Collection by going to www.michigan.gov/cepi and clicking on the Institutions of Higher Education menu at the left. You can also view the IHE Web page directly by going to <http://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html>.

If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505, option 3. Please provide your name, telephone number (including area code and extension) and school name along with your message.

Sent 2/22/2012 to STARR Listserv, STARR Authorized Users, the Michigan Association of Institutional Researchers (Mi/AIR) and the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)

Subject: 2012 STARR Data Collection Documents Have Been Updated

The Institutions of Higher Education (IHE) Web page (<https://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html>) has been updated for the 2012 Student Transcript and Academic Record Repository (STARR) data collection. The STARR is the means for authorized staff members at IHEs to submit portions of students' academic records to the State of Michigan in order to meet the requirements of the American Recovery and Reinvestment Act. The following STARR documents have been updated, using feedback from the Adult Learner Workgroup, for the 2012 upload:

- Data Elements
- User's Guide
- XML Schema and Sample Schema
- Frequently Asked Questions
- Data Manual
 - Added "Extraction Date and Time" data element
 - Refined "Remedial" definition
 - Included suggested validation checks the IHE can perform prior to file upload

The STARR application will be open from **May 21, 2012 through June 30, 2012**. The 2012 STARR upload is to include all enrolled, registered or withdrawn students for all terms ending between June 2011 and May 2012 (i.e., all students for whom something will print on the official transcript for any of those terms).

Testers Needed

CEPI is looking for testers for the STARR application, schema and the csv to xml conversion tool created by Lake Michigan College. We are planning to begin testing on Monday, March 5, 2012 and complete testing by Friday, April 23, 2012. If you are interested in assisting, please contact CEPI customer support at CEPI@michigan.gov or call (517) 335-0505, option 3 to obtain more information.

Support

If your institution does not already have STARR application secure access, please complete the STARR Security Agreement form at https://www.michigan.gov/documents/cepi/STARR_Security_Agreement_347495_7.pdf. If you have any questions, please send an e-mail message to CEPI customer support and provide your name, telephone number (including area code and extension) and school name along with your message. To pose a question or start a discussion with other IHEs, the STARR Listserv is available on the IHE Web page.

Sent 5/2/12 to Presidents and Registrars of Michigan Public Universities and Community Colleges, STARR Listserv, STARR Authorized Users and MSDS Authorized Users

SUBJECT: STARR Application Opening on May 21, 2012

Thank you for working so hard on the 2011 Student Transcript and Academic Record Repository (STARR) Spring data submission. We believe that the 2012 STARR data submission will provide us with even more accurate and consistent data for future local, state and federal tracking and reporting purposes.

The STARR application will be open from **May 21, 2012 through June 30, 2012**. This collection is the means for authorized staff members at institutions of higher education (IHE) to submit portions of students' academic records to the state of Michigan for meeting the requirements of the American Recovery and Reinvestment Act of 2009 and for tracking students over the life of their education experience, PK-20 and workforce.

The 2012 STARR upload is to include all enrolled, registered or withdrawn students for all terms ending between June 2011 and May 2012 (i.e., all students for whom something will print on the official transcript for any of those terms). Please review the STARR Support Documents on the IHE Web page at: (<https://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html>):

IHE Request for Unique Identification Code (UIC) Collection in the Michigan Student Data System (MSDS):

The IHE Request for UIC Collection will remain open **through June 15, 2012**. You are required to include the UIC on each student's academic record when you upload it to the STARR in summer 2012. You may obtain the UIC from the student's electronic transcript, from the student search feature in the Michigan Student Data System or through the IHE Request for UIC Collection.

The system will no longer automatically create a new UIC if possible matches exist. Instead, these records which require resolution will now be presented to the user to decide which UIC should be associated with the student. This will result in the cleanest match process and minimize the issuing of multiple UICs for individual students.

For more information on the UIC Resolution process, please review the IHE Request for UIC Collection User Guide, which can be found at the following link:

http://www.michigan.gov/documents/cepi/IHE_request_for_UIC_user_guide_342913_7.pdf

For questions pertaining to the file upload process and for technical support, please visit Docufide by Parchment's [customer support page](#). For information on the data elements to be uploaded, please contact CEPI customer support at CEPI@michigan.gov or by calling (517) 335-0505, option 3. Thank you.

Sent 5/21/2012 to STARR Authorized Users, STARR Listserv, the Michigan Association of Institutional Researchers (Mi/AIR) and the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)

Subject: New STARR User Functionality and 2011 File Correction Opportunity

Based on feedback CEPI received on the Student Transcript and Academic Record Repository (STARR) application, the following new functionality has been added:

- 1) Users can run a report to identify remedial courses included in the uploaded file.
- 2) Users can download the STARR file.

These functions are not required to complete the STARR data file upload; these aid the user upon completion of the file upload. Screenshots and instructions for how to use these features appear in the STARR User's Guide v2.0 on the Institutions of Higher Education (IHE) Web page (<https://www.michigan.gov/cepi/0,4546,7-113-57943---.00.html>).

CEPI is also pleased to announce that IHEs may include corrections to student records from the 2011 STARR upload for students who are no longer enrolled at your IHE. These corrected data will be used for P-20 data analysis, including trend reports and revised remedial reports. CEPI will re-analyze last year's reports based on 2012 submitted data. If your IHE chooses to include those records you must:

- 1) Adhere to the 2012 STARR Data Manual requirements and definitions.
- 2) Include the student's entire academic record, not just the corrections.

The 2012 STARR application is **now open until June 30, 2012**. Please view the IHE Web page for the most up-to-date documentation, including the STARR Data Manual v1.1, which has been corrected to list the appropriate tag name for the data element "Term" and includes a schema example for how to report two cumulative GPAs for students taking undergraduate and graduate courses.

If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505, option 3. Please provide your name, telephone number (including area code and extension) and school name along with your message.
